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ABSTRACT

This first of two guides on Netscape Communicator 4.5 contains six lessons on the basic functions of the Navigator component. Lesson 1 covers terminology and methods to connect to the World Wide Web, hardware needed, and a Netscape Communicator overview. Lesson 2 introduces the Navigator window, toolbars, and menus, and how to change the default home page. Topics in Lesson 3 are as follows: hypertext markup language (HTML), hyperlinks, viewing a Web page, uniform resource locator (URL), opening a URL, transfer problems, finding text on a Web page, and viewing the document source. Lesson 4 discusses these topics: the history list (HL) and how to view it through the navigation toolbar; the go menu; viewing the HL through the location window and Communicator menu; sorting and searching the HL; setting the expiration date for the HL; preferences; changing the appearance of links; bookmarks; setting, organizing folders for, searching and sorting, renaming, and deleting bookmarks and bookmark folders; adding separator lines; saving a bookmarks file; and importing bookmarks to computer hard drive. Lesson 5 covers the following: how to save a Web document as text and in HTML code, open a Web document as a local file, save images, and print Web pages. The Lesson 6 topics are as follows: search engines; searching the Web using Yahoo's categorized listings, for pictures using Lycos, using Excite's plain English question search feature, and using AltaVista; refining a search; multiple search techniques; and using the Metacrawler search engine. Appendixes include Internet sites of interest to educators and collected sites of interest for vocational and technical education. (YLB)

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The Center for Vocational Education
Professional Personnel Development

ED 433 433

Netscape Communicator 4.5
Volume 1: The Basic Functions of the Navigator Component

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Lesson One: Basic Terminology & Methods to Connect to the Web

Terms in this Lesson: WWW, Browser, Hypertext (HTML), ISP

What is the World Wide Web?

Before understanding Navigator, it might be a good idea to get familiar with the **World Wide Web**, also known as the **Web** or **WWW**. The World Wide Web is not the Internet but a part of the Internet containing graphics, multimedia, and text-based information formatted into pages. Millions of pages which can be accessed and read by selecting **Links** embedded within the documents make up the Web.

What is the Internet?

The Internet is a collection of computers connected through hardware and communication devices to form a network. The computers have the ability to share a multitude of information and resources other than the Web.

What Kind of Information can be accessed from the Web Pages on the Internet?

The Web is an excellent resource of information for educators and students. Topics dealing with curriculum and lesson plan development, collaborative teaching and learning are among the many resources that can be explored through the Web . Research databases, holding occupational information, for example, are at our disposal to find information. Not only are text-based materials built into the Web, but other components to facilitate the exchange of electronic mail, discussion groups, video clips, and music.

What are Web Pages and how can I view them on the World Wide Web?

A Web page is simply a file encoded with a programming language called ***Hypertext Mark-up Language*** or ***HTML***. The HTML code tells the Web page how to look when it appears in a **browser**.

In order to view documents on the Web, you need a ***browser***. A browser or ***Web client*** is a software application which will enable you to interact with and browse files on the World Wide Web. This is similar to opening a file cabinet drawer and viewing individual file folders and the information within the folders. Once opened like a file cabinet, a browser enables the user to skim material on the Web quickly or stop and deeply investigate particular topics. A person may easily access a page by selecting a highlighted word or sentence called a ***hypertext*** link located on the current page. Hypertext and link concepts will be described in later activities.

Some of the more commonly used browsers are Netscape and Internet Explorer both of which function on Windows 95 or 98, and Macintosh machines.

What you need to access the Web

- **Computer with Browser and Network Software:**

  PC

  Browser software: Netscape or Internet Explorer.
  OS: Windows 95 or 98 with Dial-up Networking software.
  RAM: At least 16 MB Ram for Windows 95. In order to surf the Web loaded with graphics and multimedia, 32 MB is preferable.

  Macintosh

  Browser software: Netscape or Internet Explorer
  OS: System 7.6 or higher with MacTCP or TCP software
  RAM: At least 16MB Ram. In order to surf the Web loaded with graphics and multimedia, 32 MB is preferable.

- **Internet Service Provider (ISP):** A company which connects your computer to the Internet. ISP's will include communications software, some Internet tools, an e-mail account and address with the service. Sometimes disk space is included for you to publish a Web page. While shopping for an ISP, look for services which charge a flat monthly rate rather than by the hour. Depending upon the provider and service offered, some ISP's may charge anywhere between $9.00 to $20.00 per month.

- **Modem:** The most commonly used device to access the Internet are modems offering various speeds measured in kilobits per second (Kbps). The speeds are: 14.4 Kbps, 28.8Kbps, 33.6Kbps, and 56Kbps. A 28.8 baud modem or faster is recommended to connect to the Internet.

Other types of hardware connections: The following connections offer a direct connection to the Internet

- **Cable Modems:** Local cable companies are now offering cable modems with speeds 100 times faster than 56Kbps. Cable modems cost approximately $30.00 per month and are used by people who frequent the Internet for high-end use.

- **ISDN:** Moves at four times the speed of a 28.8 Kbps modem. ISDN uses two separate channels enabling people to use their telephone while connected to the Internet. ISDN lines cost approximately $100.00 per month and are used by people who frequent the Internet for high-end use.

- **T1:** A T1 line operates at 1,544,000 bits per second (1.544 Mbps) and can move 1 MB of data in less than 10 seconds. This is about 60 times faster than a standard modem. A T1 line costs approximately $75,000 per year and is used by Corporations and Universities.

Hardware Connections *(Con't)*

- **T3:** A T3 line operates at about 44,736,000 bits per second (44.3)Mbps and is 1,550 times faster than standard modem. This speed permits transmit and receive of real time, full-screen, full-motion video. T3 lines cost approximately $200,000 per year. They make up the backbone of the Internet and are also used by large Internet Service Providers.

What is Netscape Communicator?

Netscape Communicator is a powerful application composed of networking tools to complete a variety of on-line tasks. The tools or components will enable you perform the following:

- Examine Web pages using **Navigator**.
- Design your own Web pages through **Composer**.
- Use Communicator's **Messenger** program to send and receive e-mail, and to join a multitude of Internet newsgroups.
- Explore Communicator's **Chat** services to talk with people on the Internet in real-time.
- Take advantage of **Calendar**, Communicator's time management program enabling you to schedule appointments and create task lists. An organization can use Calendar to perform group scheduling activities.

How Can I Purchase Netscape Communicator?

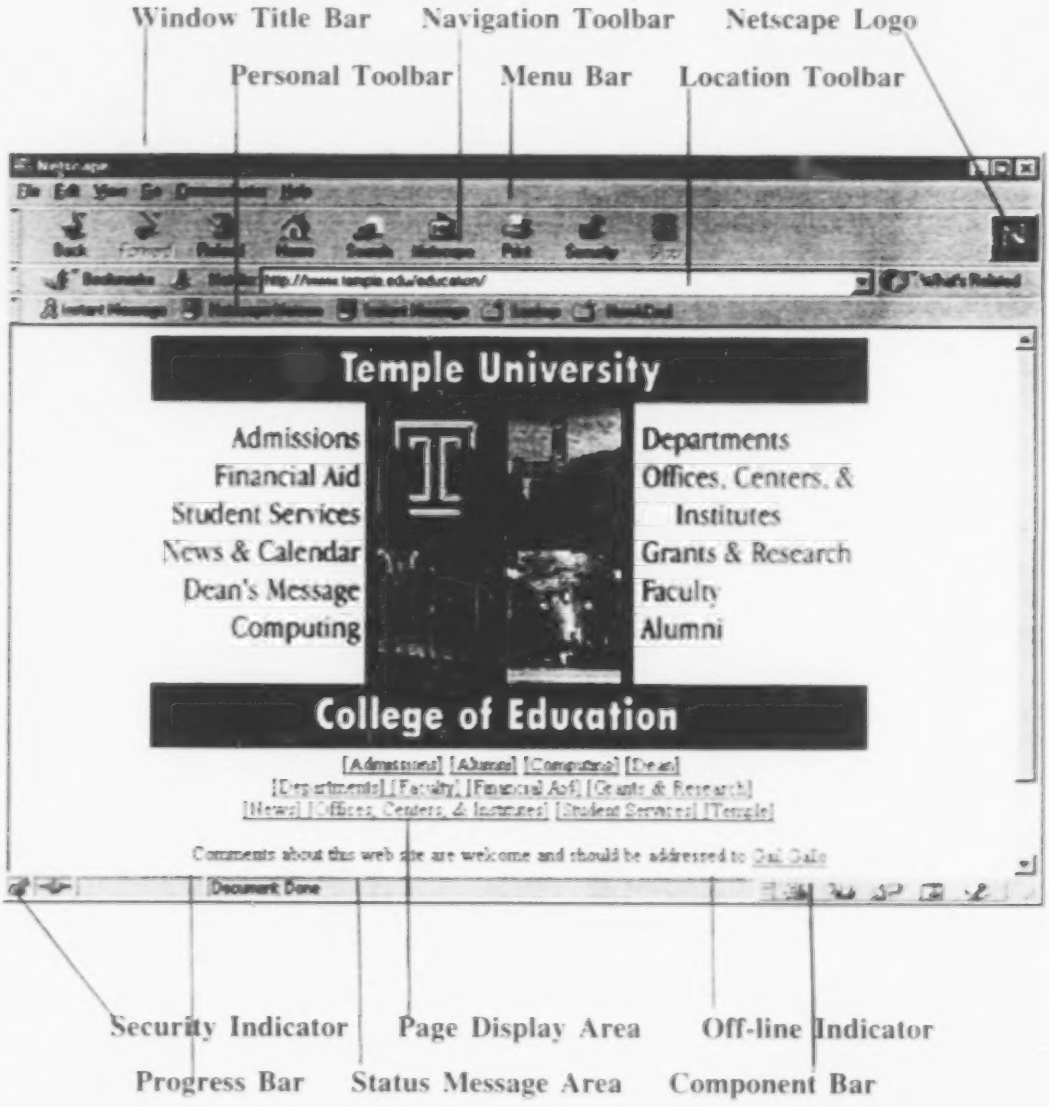
Netscape Communication Corporation has made Netscape Navigator **Stand-Alone Edition** and the **Standard Edition** of Netscape Communicator completely **free** to all users! At one time, Netscape was free only to academic institutions while others had to pay for the product after the free evaluation period. Methods to get Netscape 4.5 will be discussed at the end of the lesson.

Lesson Two: The Navigator Window

Terms in this Lesson: Home page, Preferences, Toolbars

The page that first displays in the Web browser is a **Home page** and it is a starting place to begin exploration of a site through links that point to other areas of interest.

When you start Netscape you are taken to the Netscape home page by default. Later in the lesson, we are going to change the default home page to another site.



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Navigator Toolbars and Menus

The Navigator window for Netscape Communicator version 4.5 includes the following toolbars and functions:

Window Title Bar Displays the title of the Web page being viewed.

Menu Bar Menus containing all of Communicator's tools.

- **File Menu**. For manipulating files.
- **Edit Menu.** Basic file editing tools and preferences to change the appearance of Communicator and to set up e-mail information.
- **View Menu**. Options to change the manner in which Netscape pages are viewed.
- **Go Menu**. Tools to navigate the Web.
- **Communicator Menu**. To select and open different Communicator components.
- **Help menu**. For help.

Navigation Toolbar Contains the most frequently used menu items.

- **Back.** Jump back to the previous selection.
- **Forward.** Jump forward to the next page or document.
- **Reload.** Refresh the currently loaded document.
- **Home.** Return to the default startup page.
- **Search.** Opens a page where you can search for information on the Web.
- **Netscape.** Click this button to create a personalized start page for Communicator through Netscape's portal Web site, Netcenter.
- **Print.** Print the current document.
- **Security.** Displays information about Communicator's security features.
- **Stop.** Cancels the process of loading an incoming document.

Navigation Toolbars and Menus (Con't)

Netscape Logo	Animation of shooting stars to indicate that a page transfer is in progress. The logo also acts as a direct link to the Netscape Web site after it is selected.
Location Toolbar	Indicates the address of the page currently viewed. Invites one to enter addresses of new pages to open.
Personal Toolbar	Your own customizable toolbar. This toolbar is not yet available with the Macintosh version of Netscape.
Page Display	The largest portion of the Netscape window displaying Web pages.
Security Indicator	Provides information about the page's security status.
Progress Bar	Displays the percentage of a document transfer.
Status Message Area	Displays information about a document as it is being downloaded from a server to your browser. After a document is loaded in the page display area, a message indicating **Document Done** will appear. If a particular link is highlighted with the mouse, the address of the selected site will be viewed here.
Off-line Indicator	Switches between on-line and off-line mode. If your ISP recommends the IMAP protocol for e-mail, the off-line feature will enable you to download and read e-mail while disconnected from the Internet.
Component Bar	Gives access to the most commonly used components which make up the Netscape Communicator program. The components include: Navigator, Messenger's Mailbox, Messenger's address book, and Composer.

Changing the Default Home Page

A Home Page is the first page that displays in a Web browser such as the Netscape site. A home page also serves as a page that somebody has published on the Web. Your own home page could be designated as the default home page.

Hands-On Activity:	**Description:**
1. From the **Menu bar**, select ***Edit***.	Opens a menu containing editing tools and preferences to change Netscape settings.
2. Select ***Preferences***.	Opens the Preferences Dialog box.
3. On the left side of the window, select ***Navigator***.	Opens Navigator dialog box.

Changing the Default Home Page Activity *(Con't)*

4. Under **Home Page**, position the mouse in the **Location** dialog box and ***click***.	To enter information in the window.
5. Type: ***http://www.temple.edu/education***	To change the default home page to the College of Education at Temple University.
6. ***Click OK***	To accept and save the change.
7. From the **Navigation Toolbar,** ***Click on Home***.	To load the new default home page.

Helpful Hint: Preferences contain a number of features to enable you to change the characteristics of Netscape. Other Preferences features will be discussed in a later lesson.

Lesson Three: Navigating the Web

Terms in this Lesson: **Domain Name, HTML, Hyperlinks, Hypertext, URLS**

Hypertext Markup Language (HTML)

Documents on the Web are simply text pages which contain code to control the page format. The code is called **hypertext markup language**, also known as **HTML**. As a result, documents on the Web are called **hypertext pages**. A hypertext page has the ability to include images, sound, video, and links to navigate to other pages.

Hyperlinks (Links)

A link, sometimes called **hyperlink,** is simply an address (or URL) which is encoded on the page to link to text or graphics located on another part of the same page or to a totally different site. URL's, also known as Uniform Resource Locators will be described later.

How Can I Identify a Link?

Text links can be easily identified on a page since the word or phrase is underlined and highlighted in an outstanding color, typically blue. When the mouse pointer is positioned over a link, the link's address (or URL) displays in the lower status message area of the browser window and the pointer changes to a hand. The color of followed links will change as a reminder of the places you had visited. Images can also act as links to connect the user to another page.

How to View a Web Page

We will follow some links on the Netscape home page to familiarize ourselves with **Links** and the **Navigation** toolbar.

Hands-On Activity:	Description:
1. Click on the **N Icon** (Netscape) located in the upper right window.	Loads the Netscape Netcenter Home Page.
2. Click on the **Browsers** Link located toward the upper part of the page.	Displays the Netscape Products page offering browser software.
3. Click on the **Download** Link located under the **Computing & Internet** column to the left.	Displays Netscape's download software page.
4. From the Navigation Toolbar, Click on the ***Back*** button.	Returns to the Netscape Products page.
5. Click on the ***Forward*** button.	Returns to download software page.

Challenge: Take a few moments to explore some other links on the Netscape Home Page. Tunnel your way through the web by selecting links. Use the toolbar to go forward

and backward. Notice that the colors of links you had previously visited will change. This serves as a reminder of the sites you had previously visited.

The Uniform Resource Locator

Like a spider web, the entire Web is intertwined and could be navigated by hopping from one site to another through the selection of hyperlinks. Often, you will wish to go directly to the web page of your choice rather than skipping through a multitude of links. The **Uniform Resource Locator (URL)** is the addressing scheme used by the Web. The **URL** pinpoints the location of documents and other information on the Web so that Netscape will load them into the browser window. Typing in the document **URL** takes you directly to the Web page of your choice. The following is the URL for the Netscape home page:

http://www.netscape.com

http://	an Internet protocol which stands for **Hypertext Transfer Protocol** . It is the standard for transferring HTML pages and is used in URL's that point to a resource on the Web. HTTP is the protocol most often used since Web pages are often accessed the most.
w w w	indicates the name of the server where the file to be transferred to your Web browser is stored.
netscape	sometimes identifies the company or organization managing the server.
com	identified the kind of organization operating the server. In this instance, a commercial organization.

The first three parts (www.netscape.com) identifies the computer's ***domain name*** which distinguishes it on the Internet. Every server on the Internet must have a unique domain name.

Shortcuts

Since most URL's lead to Web pages, shortcuts have been programmed into newer versions of Navigator.

- While entering a URL into the Location Window, the word **HTTP** can be omitted.
- **www** and **com** can be omitted when they are included in the same address for a particular site. Simply type the name which identifies the company, typically the middle word. To display the Netscape home page, type **netscape** in the Location toolbar rather than www.netscape.com.
- While typing a URL in the Location toolbar, Navigator attempts to complete the address for you based on the pages your previously visited.

Helpful Hint: There are many other protocols other than HTTP which link to other resources on the Web. These protocols will be discussed in the advanced lesson.

Methods to open a URL

Netscape offers several methods to open a URL. Some of these methods include:

- Using the Menu bar to open a URL
- Typing the URL in the Location Toolbar

Using the Menu bar to open a URL

Hands-On Activity:	**Description:**
1. From the **Menu bar**, Select ***File***, ***Open Page***. Select ***Location in Navigator*** from the drop-down menu.	Displays the Open Page window.
2. Type ***teachnet*** and press [Enter].	Displays resources for K-12 school teachers.

Helpful Hint: Positioning the mouse in the location window and **Double-clicking** will activate an edit cursor to enable you to edit the displayed URL. This is handy if you wish to correct a typo or **insert** additional information. **Triple-clicking** in the location window will mark the entire URL. The URL will be erased and replaced by your new entry.

Typing the URL in the Location Toolbar

Hands-On Activity:	**Description:**
1. Triple-click in the ***Location*** Toolbar.	Highlights the entire URL in the Location Toolbar.
2. Type ***voctech.miningco.com*** and press [Enter].	The previous URL is replaced by the new entry and Vocational & Technical Education and Careers home page is displayed.

Challenge: Take some time to explore some of the interesting resources contained in this site. Later in the lesson, you will learn how to find interesting sites such as votech.miningco.com in order to find information.

Transfer Problems

At times, Netscape will have difficulty connecting to a particular site in order to download the requested information. While trying to connect to a particular site, you may notice that Netscape does not make an attempt to load the page. The site could be overworked and it is recommended that you try later. An error message will occur if the URL was typed incorrectly (*watch out for typos!*). The web server or web page was taken off-line either permanently or for maintenance.

Finding Text on a Web Page

The Find feature will quickly locate a particular word or phrase located within a Web page.

Hands-On Activity	Description
1. From the **File** menu, select **Open Page**. Select ***Location in Navigator*** from the pull-out menu.	Opens the Open Page Dialog box.
2. Type ***www.healthatoz.com*** in the **Location Dialog box**.	Displays the Source for Health and Medicine Page.
3. Click on **Alternative Medicine**. Select **Aromatherapy**. Select **Aromatherpay - What is it?**	Displays information about Armatherapy.
2. From the **Edit** menu, click on **Find** in Page.	Displays the Find on Page dialog box.
3. In the **Find What** field, enter ***therapeutic.***	Enters the term you want to find.
4. From the Edit button, select **Find Again**.	Will locate the next occurrence of the word entered.
5. Continue to select Find Again from the Edit menu until **Search String Not Found!** appears	Continues to find occurrences of the word until no more can be located.
6. Click **OK** to remove the prompt.	Closes the window.
7. Click on the **Find** window Close box.	Closes the window.
8. Remain at the **Aromatherapy - What is it?** page.	

Viewing the Document Source

In order for text files to be displayed through a Web browser, the pages must be coded using a special language called Hypertext Markup Language usually known as HTML. The following activity demonstrates a method to look a Web page's source code using the Aromatherapy What is it ? page.

Hands-On Activity	Description
1. From the **Menu** bar, select . **View**. Select Page Source.	Displays the page with hypertext markup language (HTML).

Challenge: Take a few moments to scroll through the source code while comparing it to the page displayed in the browser window.

Lesson Four: Organizing Your Information on the Web

The History List

When you follow a series of links, it can be very difficult to remember how to get back to a particular site of interest. Fortunately, Netscape keeps track of all of the sites you previously opened visited in a **History list**. The History List is a record of previously opened Web pages that were opened by selecting a trail of links **or** opened directly by entering a URL.

- From the **Navigation toolbar**, click and hold the Back button for a list of pages to which you can go back.
- From the **Navigation toolbar**, click and hold the Forward button for a list of pages to which you can go forward.
- From the ***Menu bar***, select ***Go***. A list of all of the pages you can go back and forward to are listed at the bottom of the Go menu.
- Click the arrow to the right of the location window for a list of URL's you previously typed. *This option is not included with the Macintosh version of Communicator.*
- From the ***Menu bar,*** select ***Communicator***, ***Tools***. Select ***History*** to open the most comprehensive history list. Pages visited in the current session and in recent previous sessions will be visited. *The Macintosh version only lists pages visited in the current session..*

It is important to know that the first four options do have their limitations. They display a series of pages visited in the current session and one thread of a followed link. If you go back a page and select a different link, the new path will **replace** the old one. The lists will **disappear** after you quit Communicator. The last option, proves to be more comprehensive.

Viewing the History List Through The Navigation Toolbar

The following method to retrieve a previously visited site saves more time than continually clicking the back button.

Hands-On Activity:	Description:
1. From the **Navigation Toolbar**, position mouse on the **Back Button** and ***press down***..	Displays a drop-down menu listing URL's that you had typed in.
2. ***Click*** on any visited site.	Loads and displays the sites to which you can go back and visit.
3. From the **Navigation Toolbar**, hold down the **Forward Button**.	Loads and displays pages to which you can go forward.

The Go Menu

Hands-On Activity:	Description:
1. From the **Menu** bar, select ***Go***.	Lists a series of pages visited in the current session to which you can go back and forward.

Viewing the History List Through The Location Window

Hands-On Activity:	Description:
1. Click the arrow to the right of the **Location Toolbar.**	Lists all of the URL's previously visited.

Viewing the History List Through The Communicator Menu

Hands-On Activity:	Description:
1. From the **Menu** bar, select the **Communicator menu**. Select ***Tools***, ***History***.	Lists a series of pages visited in the current session and in recent previous sessions.
2. Double-click any listing.	Opens the selection in a new Navigator window.

Challenge: What are the differences between the History list in the **Communicator menu** and the others investigated?

Sorting and Searching the History List

A sort and search feature for the History list is available to Windows users. The following activities describe methods to search and sort your list by many different criteria.

Hands-On Activity:	Description:
1. From the Menu bar, select ***Communicator***. Select ***Tools***. Select ***History*** from the pull-out menu.	Lists a series of pages visited in the current session and in recent previous sessions.
2. Select the **View menu**	To sort the pages by different criteria.
3. From the **Edit** Menu, Choose ***Search History List.***	Select options for searching.

Challenge: Experiment with the various options.

Set the Expiration Date for the History List Through the Preferences Option

Since the history list takes up space on your computer hard drive, Communicator must periodically erase the list. On the Macintosh, the list is always emptied when you quit the program. The following instructions will help you determine how often the history list is deleted and when followed links expire.

Hands-On Activity:	Description:
1. From the **Menu bar**, select ***Edit.*** Select **Preferences**.	Displays the Preferences dialog box.
2. From the left category window, select ***Navigator***.	Displays the Communicator startup settings.
3. Click on the ***Clear History*** button located under **History**.	To expire the history list and all followed links.
4. Change the number of days in which the history list will expire next to: **Pages in History will Expire after** *(for PC users)* OR **Visited Links will Expire After** *(for Mac users)*	Will expire the history list on the day and the time period you selected.

Preferences

The Preferences dialog box contains a number of options to help you control the appearance of Communicator and the manner in which it functions. The ***Navigator*** option previously discussed offers the following features:

- Request Navigator to start with a blank page, the home page of your choice, or the last page visited.
- Set the expiration date of history lists.
- Clear the history list and expire visited links.
- Clear the list of visited sites on the location bar.

Changing the Appearance of Links

The color of visited and unvisited links and whether or not they are underlined can be changed through Preferences.

Hands-On Activity:	Description:
1. From the **Menu bar**, select ***Edit.*** Select **Preferences**.	Displays the Preferences dialog box.

2. From the left category window, Select ***Appearance***.	Displays the Appearance settings.
3. Click on Colors.	Displays the Color settings.
4. Click on the **Unvisited Links:** field.	Displays a color palette.
5. Click on a orange color and click ***OK***.	Selects the color orange as the new color for unvisited links.
6. Click on the **Visited Links**: field.	Displays a color palette.
7. Click on a red color and then click ***OK***.	Selects the red color as the new color for Visited Links.
8. Click ***OK***.	Returns to the Navigator Window. Notice the color change for visited and unvisited links.

Bookmarks

Navigator has created a more permanent solution to recalling previously visited sites of interest. The Bookmark option makes it easy to permanently save sites of interest until you decide to delete them.

What exactly is a bookmark? A bookmark is simply a marker which stores the address (URL) of a page so that you can get back to it easily. Bookmarks are saved in a file stored on your computer hard drive and the menu is accessible from two places for Windows users:

- On the left side of the Location toolbar
- Under the Communicator menu from Menu bar.

Macintosh users may find the Bookmark menu under the green Bookmark icon located to the right of the Go menu.

Setting a Bookmark

The following activities will enable you to permanently mark sites of interest found through the Web.

Hands-On Activity:	Description:
1. Display the ***www.ed.gov*** site in your window.	
2. Go to the **Bookmark menu** to the left of the location toolbar OR the **Bookmark menu** under **Communicator**. Select ***Add***	Adds a bookmark for the U. S. Department of Education site.
3. Click on the ***Bookmarks*** menu to see the U. S. Department of Education bookmark	Displays the Bookmarks list. The U. S. Department of Education is viewed and loaded into Netscape.

Challenge: Set a bookmark at the www.temple.edu site. Return to the www.ed.gov site through the bookmark menu. Go back to the Temple University site through the Bookmark menu.

Other Methods to set a Bookmark

- If you wish to retain a Bookmark from a previously visited session, select the URL you wish to Bookmark from the History list located under Communicator, Tools, History. Choose Add to Bookmarks from the File menu.
- Open the Bookmark menu located to the left of the Location toolbar. Select Edit. Drag a hyperlink from an open page to end of the Bookmark window.
- Drag the link over the Bookmarks Icon and release it to add the displayed page as the last item in the bookmarks list.

Organizing Bookmarks

The Bookmark list can be quite lengthy and extensive. There are several ways you can organize your Bookmarks so that they can be accessed more easily. One way to organize them is to arrange them alphabetically. Another method of organization is to place them into topic oriented folders.

Hands-On Activity:	Description:
1. From the **Bookmarks** menu, select ***Edit Bookmarks***. For the Macintosh, select ***Bookmarks*** from the **Communicator menu**.	Displays the Bookmarks window containing all of your bookmarks and folders and features to manipulate your bookmarks
2. Click on the ***U. S. Department of Education*** . Keep finger pressed on mouse. While highlighted, move the selection to another area on the list	Changes the position of a URL.

Challenge: Alphabetize the remaining bookmarks.

Creating Folders for Bookmarks

As you add bookmarks to the list, the screen will fill. To better categorize and organize your URLS, you can group bookmarks in **folders** which will appear in the Bookmark list as sub-menus.

Hands-On Activity:	Description:
1. From the **Bookmarks** menu, select Edit Bookmarks. Click on the icon directly above where you want to insert the new folder.	Selects the URL which will be moved under a new folder.
2. From the File menu, select **New Folder**.	Creates a new folder.
3. In the **Name Field**, type ***Government.***	Enters the folder name.
4. Click in the **Description** Field and type ***This folder contains government related links*** and click **OK**	Enters the folder description and the folder in the Bookmarks list.

Creating Folders for Bookmarks Activity *(Con't)*

5. Click on the ***U.S. Dept. of Ed.*** bookmark and drag it to the Government folder.	Places the U. S. Dept. of Ed. link in appropriate folder.
6. Close the **Bookmarks** window.	Returns to the Web page.
7. From the menu bar, select Bookmarks. Drag to the ***Government*** Bookmark.	The link appears with a right triangle next to it indicating that it is a folder. Selecting the folder displays its contents.

Challenge: Create a "Vocational Education" folder. When you have finished, drag any links pertaining to Vocational Education into the folder.

Helpful Hints: A folder can be assigned to be the default place where all new Bookmarks are stored. From the Bookmarks window, select the folder. From the View menu, select **Set as New Bookmarks Folder**.

Searching and Sorting Bookmarks

1. From the **Communicator** menu, select the **Bookmarks**. From the **Edit Bookmarks** menu , select the **View** menu.	Displays the View menu.
2. Select **By Location**	Arranges bookmarks and folders alphabetically by URL.
3. Select **Ascending** or **Descending**.	To sort in alphabetical or reverse alphabetical order.

Renaming Bookmarks

The name of a bookmark can be changed to whatever you like.

Hands-On Activity:	**Description:**
1. From the **Bookmark menu** double-click on the Government folder	Displays the contents of the Government folder.
2. Click on the **U. S. Dept. of Ed.** Bookmark	Selects the Bookmark to be renamed.
4. Select **Bookmark Properties** dialog box.	Displays the Bookmark Properties or ***Get Info f***or Mac users
5. Click in the **Name**: field, and type a your name.	Changes the title of the bookmark

Renaming Bookmarks Activity *(Con't)*

6. Return to the Bookmark list.	Note the name change.

Challenge: Using the instructions listed above, select bookmarks. Change the names.

Deleting Bookmarks and Bookmark Folders

To avoid a cluttered bookmark list, bookmarks should be deleted when no longer needed. Individual bookmarks and bookmark folders are deleted in the same manner.

Hands-On Activity:	**Description:**
1. ***Click on a bookmark*** within the Vocational Education folder.	Selects the bookmark to be deleted.
2. Press the **DELETE** key.	Removes the bookmark from the list.

Challenge: Delete the Vocational Education Bookmark folder.

Adding Separator Lines

Bookmark lists can be visually organized by adding separator lines between folders and files.

Hands-On Activity:	**Description:**
1. Click on the folder of your choice	Selects the item you want the separator line to appear below.
2. From the **Bookmarks** Window, select **File**.	Displays the File menu.
3. Click on ***New Separator.***	Places a separator line below the folder of your choice.

Helpful Hints: You may have the need to backup your bookmarks and place them on another computer. Netscape contains features to enable you to save your bookmarks and restore them to another computer hard drive.

Saving a Bookmarks File

- Open the Bookmarks Window
- From the File menu, select Save As.
- Select the location, most likely your floppy disk, where you want to save the bookmarks file.

- In the Filename field, enter the name of the bookmark file. Be sure to retain the .html or .htm extension.
- Select Save.

Importing Bookmarks to your computer hard drive.

- Open a Web page.
- Select Save As from the File Menu and save the page to your hard drive as an Html file.
- Open the Bookmarks window.
- From the File menu, select Import.
- Select the HTML file that you saved, and click Open.

Lesson Five: Saving and Printing A Web Page

Terms in this Lesson: GIF, JPEG, Inline images

Before learning to save an image, it must be made clear that images and text that appear on Web pages are the property of the owner of the page. Copying images violates copyright laws and can only be done after obtaining the approval of the owner of the page. Fortunately, there are numerous public domain sites from which graphic images can be obtained.

Saving a Web Document as Text

Web documents can be saved and incorporated into a word processor such as Word or WordPerfect. The page must be saved as plain text in order to eliminate HTML codes. Netscape has a built in feature that allows you to save Web documents as plain text. It also creates a name for you that is extracted from the title of the Web document.

Hands-On Activity:	Description:
1. Select a page with text.	
2. Click on ***Save As*** from the File Menu.	Displays the Save As dialog box.
3. From the **Format Box**, select ***text*** from the drop down menu	Selects the text option.
4. Click on the arrow in the ***Save in:*** area and select Desktop	Selects the desktop as the place to save the Page.
5. Type a name for your document. Do not include any htm or html extensions.	To change the name of the document
6. Click ***OK***.	

Helpful Hint: If you are connected through an ISP and your phone bill's are mounting, go off-line to read your Web pages. Simply save the file as HTML rather than text. Go off-line to read the page through your browser.

Saving a Web Document in HTML Code

The following activity will enable you to save a Web file to your local hard drive to view during times you are off-line.

Hands-On Activity:	Description:
1. From the **Location Toolbar** type ***www.acfchefs.org*** <enter>	Opens American Culinary Federation site.
2. Click on ***Save As*** from the **File Menu**.	Displays the Save As dialog box.
3. From the **Format Box**, select ***HTML*** from the drop down menu	Selects the HTML code option.
4. Click on the arrow in the ***Save in:*** area and select ***Desktop***	Selects the desktop as the place to save the Page.
5. Click ***OK***.	

Opening a Web Document as a Local File

Hands-On Activity:	Description:
1. From the **File menu**, Select ***Open*** . Select ***Page in Navigator*** from the pull-out menu.	Opens a dialog box listing locally stored files on disk.
2. Click the Desktop.	To display files saved to the desktop.
3. Locate and select the ***American Culinary Federation*** page.	Opens the site locally from your computer hard drive.

You may have noticed that when you saved Web pages through text or html, the graphics are not retained. Instead, question marks located in little windows take the place of the graphic file. This is because graphics and text are saved as different files at the Web site.

Saving Images

Pictures that are displayed on a Web page are known as inline images. Navigator displays inline images in two file formats: GIF and JPEG. JPEG images contain tones and can be photo quality causing their file sizes to be typically larger than GIF. GIF images are more commonly used on the Web due to their small file size and download faster.

Hands-On Activity:	**Description:**
1. Click in the **Location:** area and type ***www.nasa.gov***	Displays the NASA home page.
2. Click on an Image.	Displays the image.
3. Position the mouse over the image. and right-click. Hold down the mouse button for Mac users.	Displays a shortcut menu.
4. Click on ***Save image As***	Displays the Save As dialog box.
5. Click on Desktop in the **Save in:** area.	Tells Netscape where to save the image.

Interesting sites to locate and download images will be discussed later in the lesson.

Printing Web Pages

Sometimes, only a hard copy of information from the Internet will be needed. A document from Netscape may be printed. A Web page along with graphics may be directly output to the printer

Hands-On Activity:	**Description:**
1. Open a Web page.	
2. From the File menu, select Print ***or***	To print page.
Select the Print button from the Netscape Menu Bar	

Lesson Six: Searching the Web Through Basic Search Techniques

What are Search Engines?

The search engines are databases enabling people to search for any topic such as on-line publications, stocks, pictures, and other archives of information. Many engines now contain **predefined categories** for those who do not need to search for a specific topic. These categories include: arts, education, health and sports.

Where Can I Locate Search Engines on the Web?

Netscape provides amazing tools for gathering information on the Web. The **Search** button located on the Navigation Toolbar takes you to the Internet Search page at Netscape Corporation's Web site providing a listing of database search engines related to Internet sites scattered around the Web.

How Do Search Engines Find Information?

Information on the Web changes on a daily basis and it is the responsibility of those people who maintain Web sites to update the database along with their categorized listings . Some search engine sites use robots (sometimes called crawlers, spiders, or worms) to comb the Web on a daily basis in order to find new information to place in their databases. Databases maintained by Robots enable people to search for very specific information. While robot-compiled site may contain categorized listings, the listings are manually updated by people. In addition to robots and people who manage search engines, anybody who publishes a Web page has the ability to register their Web site with the search engine of their choice. ***The Web, indeed, is a dynamic process***.

Popular Search Engines

- **AltaVista:** Extremely fast and powerful search engine having the ability to find obscure facts. This database contains a spider (named Scooter) which roams the Web collecting six million Web pages a day.
- **Dejanews**: This search engine is specifically designed to handle the task of searching for information within newsgroups. About 50,000 Newsgroups exist and each one is devoted to a specific topic such as business, computers, recreation, science, etc. Newsgroups somewhat resemble electronic bulletin boards accessed by millions of people providing more up-to-date information.
- **Excite:** Offers good plain-English searches (entering a basic question in a search using a unique keyword will yield pretty good results) and known for locating current news articles and travel information.
- **HotBot:** Ease of use in searching for multimedia files.
- **InfoSeek:** Handles plain-English queries well and has an excellent topic directory.

Popular Search Engines *(Con't)*

- **Lycos:** Includes excellent Web-site reviews and has an excellent multimedia search feature.

- **MetaCrawler:** One query will search multiple search engines through Metacrawler's metasearch services. This can be a real time saver.

- **Yahoo:** Has the best and most detailed Web directory. This is an excellent choice for exploring a subject to find out what is available on the Internet.

Search Engine Performance: Important Facts

- Search engines have their strong and weak points. Always select the right search engine for the job.

- Search engines include great on-line help features. Always read the instructions.

- Web searches can be a challenge even for the best on-line searchers. Learning to come up with the best keywords for your Web searches takes time and practice.

- Always use unique keywords. Ask yourself, for example, "What unique keyword would be included in the page to which I am searching?" Include those words in your search.

- Know when to use caps in your search. When in doubt , **always use lowercase text in your searches**. With lowercase, the search engine finds both upper and lowercase results. When using **upper case text, the search service finds only upper case**. Use upper case when including person's name, a geographical location, book, or movie title in your search. Doing this will greatly reduce the number of false drops, which are pages containing the words you included in your query but totally off-base.

- Do not assume that just because information is on the Internet, it is accurate. When examining your results, always consider the fact that anybody can publish something on the Internet. Ask yourself who created the information and the motivation behind it if possible. The date the material was last updated is always a factor to keep in mind when checking for the accuracy of its contents.

- Do not assume that the Internet knows everything. Information may be buried so deep on the Net, it may be difficult to locate or it may not exist at all. Know when to stop and seek assistance from other sources such as almanacs, encyclopedias, or your local librarian.

Search Topics of Interest

- Vocational Education
- Computer Aided Drafting Instructional Materials
- Plasma Arc Welding
- Your own occupational specialty

Searching the Web Using Yahoo's Categorized Listings

Yahoo maintains a very detailed Web directory making it a better choice to search for a subject to find out what is available on the Internet.

Hands-On Activity:	**Description:**
1. From the Location toolbar, type ***www.yahoo.com***	Displays the Yahoo search page.
2. Click on the ***Education*** topic in the viewing area of the window.	Displays a list of education subtopics.
3. Click on ***K-12***	Displays a list of K-12 subtopics.
4. Click on ***Teaching***	Displays a list of sites in the form of links which are related to resources for teachers.

Challenge: Comb the categorized listings to find topics relative to your own occupational specialty.

Searching the Web for Pictures using Lycos

Lycos is an excellent search engine for locating multimedia files. These files include photographic, clip art, video, sounds, and music. Lycos makes this process easy by providing a Pictures and Sounds option on the main search form.

Hands-On Hands-On Activity	**Description**
1. From the **Location Window**, type ***Lycos.***	Loads the Lycos search engine.
2. Under the **Advanced Search** located at the left column, click on **Pictures and Sound.**	Displays the Pictures and Sounds page.
3. At the bottom of the page, type ***Welder*** in the search window. Click **Pictures** to the right of **search the web for:** Click **Go Get It.**	Lycos will search the web for pictures of welders.
4. Click on any link.	Displays a picture of a Welder.

Challenge 1: Go back to display the Lycos **Pictures and Sounds** page. Rather than searching the web for pictures of a welder, search the **Image Gallery** for a Welder.

Challenge 2: Find pictures relative to your own occupational specialty.

Searching the Web Using Excite's Plain English Question Search Feature

Many search engines such as Excite developed techniques to find what you want based on a simple question using words or phrases that expresses the idea or concept. Exact keywords and punctuation do not have to be considered. This concept-based (as opposed to keyword) approach to searching is called Intelligent Concept Extraction (ICE). Excite will search for sites containing not just the words typed, but also related ideas and concepts. Although Exite's database is half the size of Altavista's and not updated as frequently, Excite remains a good search tool worth using.

Hands-On Activity:	**Description:**
1. Click on the Search Button	Displays the default search engine page.
2. Click on the **Excite** button.	Displays the Excite search page.
3. Type ***Where can I find information about Adult Education?***	Retrieve information about adult education.
4. Click on the **Search** button located under the Navigation toolbar.	Starts the search engine. In a short period, the results will be displayed.
5. Scroll through the list of results noting the title of each page.	
6. Click the **Next Results** button at the bottom of the screen.	Displays the second page of results.
7. Go back to page one of the search results.	Lists the first page of Excite's Adult Education search results.
8. Look for and select the **MyBookworm the Adult and Continuing Education**	Displays the first page of New New England's adult education resources site.
9. Go back to page one of the search results. Click on **Search for more documents like this one** listed under the MyBookworm title.	All pages referenced to the MyBookworm site will be gathered and displayed.

Examining Results

Using Plain-English Text searches typically renders a good number of hits. Some search engines will rank the results in terms of ***relevancy*** with the most relevant listed first and those that are less relevant further down the list. **Search engines sometimes do not give accurate results**:

- Sometimes, the content of web pages retrieved will not mention the keyword used, although it may have been mentioned in the accompanying description. Sometimes the content will have the keyword listed but not the description
- Sometimes search engines return too much information or irrelevant information. **What did you notice with the results of our search on Adult Education?**

Searching the Web using AltaVista

AltaVista is among the search engines which will enable you to use simple schemes to return more relevant hits. AltaVista is an extremely large database (approximately 300 gigabytes of data) managed by a spider (named Scooter) which constantly roams the Web collecting about six million Web pages daily.

AltaVista's Basic Search Tips

The following serves as a guide to basic search techniques.

Scheme 1: To find documents through the use of a Plain-English question
Action: Type the question in a smaller search box.
Example: **What companies offer computer-based training software?**
Result: Companies offering computer-based training software will be listed.

Scheme 2: To find documents that exclude certain text
Action: Preface the word to be excluded with a (-) sign
Example: **+Islands -Virgin**
Result: The Virgin Islands will not be included in any documents.

Scheme 3: To search for multiple words for phrases, any one of which may be present
Action: Type the words or phrases separated by spaces between the terms.
Example: **Learning Education**
Result: Searches for documents containing the words learning or education

Scheme 4: To find documents containing all of the specified words or phrases.
Action: Type the word AND between the search terms.
Example: **+Mary +Lamb**
Result: Finds documents with both the words Mary and Lamb.

Scheme 6: To find a specific phrase
Action: Place quotes between the phrase
Example: **"Distance Learning"**
Result: Finds documents that contain the phrase Distance Learning.

Altavista's Basic Search Tips *(Con't)*

Scheme 7: To find all **forms** of the same word
Action: Type two asterisks ** after the word
Example: **Weld****
Result: Will yield words such as weld, welder, welding, welded, welds

Scheme 8: To find items with the same prefix
Action: Type an asterisk * after the prefix
Example: **Comput***
Result: Searches for topics such as computer, computing, and compute.

Scheme 9: To search for documents within the search engine field **(Field Search)**
Action: Preface a word or phrase with the word text or title
Example 1: **text: "training materials for educators"**
Result 1: Searches for the text in the body of the Web page
Example 2: **title: "Resources for educators"**
Result 2: Searches for text that is part of the title

Refining a search using simple expressions through the AltaVista Search Engine

A search can be refined through the use of symbols to include (+) or exclude (-) specific words in your search topic.

Hands-On Hands-On Activity	Description
1. From the Location Window, type, ***altavista***	Displays the AltaVista Search page.
2. Click in the Search the Web field and type the following phrase: **recipe cookie +oatmeal -raisin**	Searches for documents containing the recipes for oatmeal cookies without raisins.

Hands-On Hands-On Activity	Description
1. Return to the AltaVista home page.	Display the Basic Search form.
2. Click in the Search the Web field and type the following phrase: **"vocational education" +training**	Searches for documents containing the phrase vocational education training must appear in the results.

Multiple Search Techniques

The AltaVista basic search features supports a search for multiple words or phrases.

Hands-On Activity	**Description**
1. Go to the AltaVista search engine and type the following: ***+"New York" +museum -"Metropolitan Museum of Art"***	Will list all New York museums except the Metropolitan Museum of Art

Challenge: Try searching for information relative to your own occupational specialty Using the (+) (-) operators. Experiment with the other schemes listed under AltaVista's Basic Search Tips.

Using the Metacrawler Search Engine (www.metacrawler.com)

The Metacrawler search engine is based on a metasearch service invoking a number of search engines work on a search request. While performing a search, Metacrawler explores the following engines: AltaVista, Excite, InfoSeek, Lycos, Looksmart, Miningco, Thunderstone, WebCrawler, and Yahoo.

The drawback to using metasearch service offered through Metacrawler is that your query is reduced to its simplest form since numerous search engines offer different search rules. Some of the results produced through Metacrawler will not be the same as going to a individual search engine and crafting a query specific to the engine's rules.

Hands-on Hands-On Activity:	**Description:**
1. Click in the **Location toolbar** and type ***www.metacrawler.com*** or **metacrawler**	Displays the Metacrawler home page.
2. Type ***computer aided drafting instructional materials*** in the input window.	
3. Select ***All***.	To find web pages containing all of the words entered in the input window.
4. Select ***Search***.	To start the search process.
5. What were the results?	

Hint: To use Metacrawler's advanced features, select ***Power Search*** from the left menu.

Challenge: If there is time remaining in the lesson, go back to Altavista's Basic Search Tips located on pages 29 and 30 and experiment with some of the examples. Try to include your occupational specialty in the search expressions.

How To Purchase Netscape 4.5

If you already have some form of dial-up connection with an e-mail account but no web browser you may get Netscape from the following sources:

1. Connect to Netscapce's Web site by typing:

   type ***ftp ftp.netscape.com***
   at the login id prompt, type ***anonymous***
   at the password prompt, type ***your e-mail address***
   type ***cd pub*** <press enter>
   type ***cd communicator*** <press enter>
   type ***cd 4.5*** (or other version of your choice) <press enter>
   type ***cd english*** <press enter>
   type ***cd windows*** or ***cd mac*** <press enter>
   for Windows users:
   type ***cd windows95 NT*** (for windows users) <press enter>
   type ***cd complete_install*** <press enter>
   type ***cd cc32e45.exe*** <press enter>

   Assuming that you are working in a Windows environment, the cc32e45.exe file will save to your local hard drive. Once downloaded, select run from the Windows95 Start menu. Locate the cc32e45exe file from the browse option and open the file for installation.

   Downloading Netscape using the method listed above is extremely slow and not recommended. The following instructions are reommended for brand new installations of Netscape.

2. From a computer with an existing web browser, go to www.merchant.netscape.com/setstore/media.htm to order the Netscape CD -Rom for $10.00.

3. Purchase a Web book which includes browser software on CD-Rom.

If you wish to update an existing copy of Netscape and you have a dial-up connection, you may go directly to Netscapes home page and download the application by selecting the Browsers link located at the upper part of the page. Click on the Download link located under Computing and the Internet. Select the appropriate Web browser for your hardware platform.

Internet Sites of Interest to Educators

Name	Address	Description
College Information		
Collegenet	www.collegenet.com	College search
Expan	//cbweb1.collegeboard.org /expan/mkt_coll /html/expn_col.html	Admission information for colleges.
Educational Databases		
Eric Database	www.ualr.edu/~coedept/Bkmarks/ERIC.html	
Eric-VocEd	coe.ohio-state.edu/cete/ericacve/	
Electric Library (research and reference)	www.elibrary.com	
Government		
PA Chamber of Commerce	www.pachamber.org	Information relative to entrepreneurship, human resources, OSHA, etc.
Department of Education	http://www.ed.gov	
Thomas Legislative Info	thomas.loc.gov	
Job Search		
America's Job Bank	www.ajb.dni.us	On-line employment service.
Careerpath	www.careerpath.com	Collection of jobs from major newspapers and leading employer web On sites. Resume building.
Online Career Center	www.occ.com	Job and Career Information
PetersonsEducation/ Career Center	www.petersons.com	Education and Career information
Job Hunt	www.job-hunt.org	On-line job search resources and services.

Job Search *(Con't)*

Name	Address	Description
Monster	www.monster.com	On-line job search but state, discipline, and experience (entry level).
CareerMosaic	www.careermosaic.com/	On-line job search. Also focuses on College students.

Search Engines

Front Page's Collection of Search Engines	www.thefrontpage.com/search/search.html	Contains a unique collection of search engines
AltaVista	www.altavista.com	
Dejanews	www.dejanews.com	Internet news groups
Excite	www.exite.com	
Hotbot	www.hotbot.com	
Infoseek	www.infoseek.com	
Lycos	www.lycos.com	
Metacrawler	www.metacrawler.com	
Mining Company	www.miningco.com	
Thunderstone	www.thundestone.com	
Yahoo	www.yahoo.com	

General Sites of Interest

Amazon	www.amazon.com	Books and Authors
CD Now	www.cdnow.com	Music and Videos
Consumer World	www.consumerworld.org	Consumer Information
CuisineNet Menus Online	www.menusonline.com	Restaurant Menus
Epicurious	www.epicurious.com	Recipes and Cooking tips
Federal Express	www.fedex.com	Federal Express Tracking

General Site of Interest *(Con't)*

Name	Address	Description
Findlaw	www.findlaw.com	Legal Resources
HealthAtoZ	www.healthatoz.com	Health Information
Infospace White Pages	www.infospace.com	People finding tools
Mapquest	www.mapquest.com	Maps and Driving Instructions
Microsoft	www.microsoft.com/support	Microsoft Product Support
Parent Soup	www.parentsoup.com	Parenting library
Shareware	www.shareware.com	Software Shareware
Tax Forms	www.1040.com	Tax Information
Zip2 Yellow Pages	www.zip2.com	Business Directory
ZDNET Software Lib	www.zdnet.com.findit	Computer Hardware and Software
United Parcel Service	www.ups.com	UPS Tracking
U.S.Postal Service	www.usps.gov	Zipcode lookups

Collected Sites of Interest for Vocational Technical Education prepared by the Center for Vocational Education of Temple University

Teaching/Educator Resources

General education: This resource is useful for locating information on a variety of topics in education, such as teacher resources.

excite.netscape.com/education/k_12/teacher_resources/

www.yahoo.com/Education/

Specific education. This resource provides information on specific areas or subjects in education, such as research or legislation in education. e. g., The "cross-site indexing" project of the U.S.Department of Education which consolidates more than 150 education sites, research clearinghouses, national research centers, and state departments of education.

www.search.ed.gov/csi/voced.html

www.avaonline.org/ American Vocational Education web site

Specialized education: This resource contains information on specialized education, such as vocational education or special needs education.

vocserve.berkeley.edu The National Center for Research in Vocational Education

gopher://teach.virginia.edu University of Virginia's site for special education

Teacher-centered education: These are resources that provide links and information on instructional strategies for teachers, such as lessonplans, classroom management techniques, and curriculum development.

ericir.syr.edu/Virtual/Lessons/#Search/ ERIC's AskERIC Lesson Plans

www.teachnet.com/lesson.html Teacher Net

www.education.com/ed/letter.html)

Occupational/Professional Resources

Occupational information (general). These resources provide information on general occupational, professional and technical issues, such as policy statements, belief statements, current trends and competency assessment standards.

www.acfchefs.org	American Culinary Foundation

Occupational skill information: These resources provide technical information on specific occupations, duties and tasks, such as technical specifications, performance skills standards, and requisite tools for performing tasks.

www.bhphotovideo.com	B&H Photo/Video site
www.healthatoz.com	Health Occupation information
vocserve.berkeley.edu	NCRVE's Skills Standards web page

Career exploration: The resources located in career exploration sit provide information relating to job opportunities, career awareness and employers' expectations of the workforce.

www.pottstownschools.com/career /careers.htm	Pottstown Schools site
www.brynmawr.edu/CDO /netresources.html	Bryn Mawr College's Career Development andJob Resources web page

Educator Resources

http://ideanet.doe.state.in.us/coop	Website for Cooperative Coordinators
http://www.ed.gov/offices/OVAE/	US Department of Education, Office of Vocational Education/Adult Education
http://www.albany.edu/aaace/	American Association for Adult and Continuing Education
http://www.acenet.edu	American Council on Education
http://search.ed.gov/csi	Cross-site indexing
http://ncrve.berkeley.edu	National Center for Research in Vocational Education
www.bpic.org	Urban High Schools Network
www.scholar.lib.edulejournals/JVTE/jvte.html	Vocational curriculum
www.classroomconnect.com	Materials for educators
www.education.com/ed/letter.html	Curriculum guidelines
www.teachers.net	Lesson plan
www.teachnet.com	Classroom management
www.education.com	Curriculum and lesson plans
mustang.coled.umn.edu	A Web Cruising Vehicle for Teachers
ericir.syr.edu/About	Educational Resources Information Center
yahoo.com/Education	Variety of educational topics
www.121.ed.psu.edu	Professional Development
gopher.//teach.virginia.edu	Special Education
http://www.ed.gov/pro_info/At-Risk/	Students At-Risk
http://www.rit.edu/~easi/	EASI: Access to Info for Persons with Disabilities
gopher://val-dor.cc.buffalo.edu	Cornucopia of disability information
http://www/stemnet.nf.ca/Curriculum/	Curriculum Resources
http://www.avaonling.org/	American Vocational Association
http://stats.bls.gov/ocohome.htm	Occupational Outlook Handbook
http:excite.netscape.com/education/k-12/teacher-resources/	Teacher Resources
http://pegasus.cc.ucf.edu/~sorg/vocation.html	Vocational Education Resources
http://www.astd.org/	American Society for Training & Development

http://www.stw.ed.gov/	National School-to-Work Office
http://proteas.client.uq.edu.au/prof.htm	Teachers' Professional Resources
http://www.enc.org/online/ENC2214/2214.html	Implementing the professional standards for teaching mathematics
education.indiana.edu/cas/tt/tthmpg.html	Different styles of teaching and lessons

Professional/Occupational Resources

www.scoe.otan.dni.us	Outreach & Technical Assistance Network
http://www.mastertask.com	Troubleshooting guides for machinists
http://www.pneac.org	Printing/graphics
http://www.ccar-greenlink.org	Automotive
http://www.epa.gov	Environmental Protection Agency
www.cic.sop.cstb.fr/ILC/ISO/AP228/hva	HVAC Engineers
www.natex.org	North American Technician Excellence
http://www.btw.com	Gardening & Landscaping Information
http://www.okstate.edu/~animaci/breeds/	Breeds of Livestock
http://www.pst.org/	Professional Secretaries International
http://steps.atsi.edu	Skill Standards Network
http://www.brynmawr.edu/CDO/netresources.html	Career Development and Job Resources on the Internet
careerpassport.com	Identify career and educational opportunities
www.acfchefs.org	Culinary Arts
www.usda.gov	US Dept of Agriculture
www.fda.gov	Food and Drug Administration
www.epix.net~mdennis	Audio-Visual Communications
www.Kodak.com	Photography products
www.videomaker.com	Videomakers magazine
www.bhphotovideo.com	Technical specifications in a technically rich trade area
www.adboe.com	Good source to keep up-to-date in the field

pubs.cmpnet.com/iw/680	Way to keep up on which software programs the giants of industry are using
www.cobol.com	For updating information on the COBOL programming language
www.eatright.org	Understanding proper nutritional intake
www.members.aol.com/edapinc/home.html	Utilized for discussing or studying eating disorders
www.nmsu.edu/Academic_Progs/Undergraduate_Catalog_95_96/ch8/aena.html	Research the profession of nurse aides and their responsibilities
www.healthatoz.com	Useful source to search for nursing standards
www.aap.org	American Academy of Pediatrics
www.siteit.com/ccni	Child Care and Nutrition, Inc.
www.bcm.tmc.edu/cnrc	Children's Nutrition Research Center
www.acca.org	Air Conditioning Contractors of America
www.rses.org	Refrigeration Service Engineers Society

ABSTRACTS
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As you work with the Internet to explore areas of professional skill and knowledge in you occupational speciality, you will find vast amounts of information. Some of this information will be very useful to you and some will be of little or no use. Unfortunately, you may sometimes find that a vast amount of the returns of your search efforts may yield information that is not useful to your needs at all. This can be very frustrating.

In contrast, It is certainly rewarding when you do indeed have search results that are on target and meet your needs, i.e.,contribute to your technical skill and knowledge, be used to enhance your teaching, and ultimately benefit your students. This is valuable and it is important to share this information with others in the form of an abstract.

The development of an abstract is a convenient way to capture the success of your efforts in order to:

1. provide a vehicle to share this information with other teachers with similar needs and interests,

2. list the key points of what you have found on the Internet and describe their importance,

3. describe how you were able to incorporate this information in the instructional process to benefit your students, and

4. provide an opportunity to establish networks among individuals for future collaboration.

The next 2 pages provide guidelines for completing an abstract as well as a form that provides a structure for the development of an abstract. Please consider sharing the success you have had in your vocational classroom/laboratory as a result of searching the Internet by completing an abstract. All abstracts submitted will be placed on the Internet in order to share this valuable information with others. After editorial review, abstracts may be edited in order to maintain constancy in format, style and grammar.

Guidelines for Completing Technical Skill/Knowledge Updating Abstracts

The Internet provides an exciting and powerful source of information that could be used to assist in meeting your technical skill and knowledge updating needs as a vocational teacher. Information may be found in any of the following categories:

General information

Product information

Manufacturers of equipment

Manufacturers specifications

Training resources

Training sites

On-line training

Trade and professional organizations

Organizations and/or individuals using new technology

Other vocational teachers

Specialized list serves or web sites

Standards

Other

Once identified through a search on the Internet, any of these leads can be pursued, (on the Internet, or by direct personal contact), in order to further your professional development.

Use the attached Abstract of Technical Skill/Knowledge Update form as a guide as well as a means of recording your efforts as you go through the process of searching the Internet and following-up on information identified for your professional development. Attach supplemental information such as lesson plans, information sheets or job sheets and such as needed. Completed abstract forms will be compiled in a resource booklet and, at a later time, serve as a data set for a possible web page on vocational teacher skill/knowledge updating.

Send completed abstracts with any attachments to Dr. Chester P. Wichowski, The Center for Vocational Education, Temple University RH-356, 1301 Cecil B. Moore Ave.,Philadelphia, PA 19122 **or** chet@vm.temple.edu

- ABSTRACT OF TECHNICAL SKILL/KNOWLEDGE UPDATE -

Occupational Area: **Topical Area:**

Objective:

A: URL and description of information found useful to your needs on the Internet:

B: Action plan for professional development:

C: Description of curricular or instructional application:

D: Educational impact on students:

Submitted by: **Date:**

School: **Phone / e-mail:**

Send completed abstracts with any attachments to Dr. Chester P. Wichowski,
The Center for Vocational Education, Temple University RH-356,
1301 Cecil B. Moore Ave. Philadelphia, PA 19122 **or** chet@vm.temple.edu